

Little Traverse Bay Bands of Odawa Indians

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Job Posting

Job Title: Wiidikendming Eyaawwyng Project Assistant
Department: Education
Reports To: Director
Status: Non-Exempt
Salary Range: \$11.85-\$16.03
Level: 2 **24 Hours Per Week**
Term of Position: Grant funded position: Ends September 30, 2018
Opens: October 07, 2016
Ends: October 28, 2016

SUMMARY

This grant funded position will perform varied secretarial, administrative work, and provide assistance to cultural library staff with an Institute of Museum and Library Services funded project that will support tribal citizens' digital literacy, sense of community belonging, and cultural identity. The grant activities this position will support include a facilitating digital book clubs, genealogy workshops, and digital storytelling workshops.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned.

- Assist with implementation of all aspects of the Wiidikendming Eyaawwyng project activities including the digital book clubs, genealogy workshops, and digital storytelling workshops.
- Moderate digital book club web page.
- Assist with creation of outreach materials, typing letters and memos, process purchase orders, etc.
- Assist with participant outreach and recruitment.
- Assist patrons with using technology.
- Order and maintain supply inventory.
- Assist with data collection for reporting.
- Attend necessary meetings and trainings.

EDUCATION AND EXPERIENCE

High school diploma/GED required. One year of clerical experience, some exposure to basic library procedures preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent verbal and written communication skills required.
- Must have above average digital literacy/computer knowledge, including video editing programs.
- Must be willing to be trained in SURPASS software.
- Must be able to work with tribal elders, adults, and youth.
- Must be accurate and thorough.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license, reliable transportation and have an insurable driving record. Chauffer's license preferred.

COMMENTS

Indian Preference will apply. Individual must be able to pass a criminal background investigation.

